



**Mayor**

Dee Margo

**City Council**

*District 1*

Peter Svarzbein

*District 2*

Alexsandra Annello

*District 3*

Cassandra Hernandez

*District 4*

Dr. Sam Morgan

*District 5*

Isabel Salcido

*District 6*

Claudia Ordaz Perez

*District 7*

Henry Rivera

*District 8*

Cissy Lizarraga

**City Manager**

Tommy Gonzalez

**HISTORIC LANDMARK COMMISSION  
FIRST FLOOR, COUNCIL CHAMBERS  
CITY 1 BUILDING, 300 N. CAMPBELL STREET  
FEBRUARY 25, 2019, 4:00 P.M.**

The El Paso Historic Landmark Commission held a public hearing in the Council Chambers, City 1 Building, 300 N. Campbell Street, February 25, 2019, 4:00 p.m.

The following Commissioners were present: 7

Chairman D.J. Sevigny

Commissioner Chris Esper (4:08)

Commissioner Sherry Mowles

Vice-Chairman Vicki Hamilton

Commissioner Don Luciano

Commissioner Robert Palacios

Commissioner Ivan Lopez

Commissioners not present: 2

Commissioner Charles Stapler

Commissioner Francisco Macias

Vacancy: 0

The following City staff members were present:

Ms. Providencia Velázquez, Historic Preservation Officer, Planning & Inspections

Mr. Russell Abeln, Assistant City Attorney, City Attorney's office

Mr. Modesto "Moe" Melendez III, Building Plans Examiner

**CALL TO ORDER**

Chairman Sevigny called the meeting to order at 4:03 p.m., quorum present.

**CALL TO THE PUBLIC**

Chairman Sevigny asked if anyone present would like to address the Commission on issues not posted on the agenda. *No response from the audience.*

**CHANGES TO THE AGENDA**

*Ms. Velázquez requested Commissioners discuss agenda items 5. and 6. together.*

Planning & Inspections Department  
Philip F. Etiwe, Director  
City 3 | 801 Texas Ave | El Paso, Texas 79901

***"Delivering Outstanding Services"***



- 1. PHAP19-00009** 16 Manhattan Heights 15 & 16 & W ½ Of 14 & E ½ Of 17 (9000 Sq. Ft.), City of El Paso, El Paso County, Texas
- Location: 2915 Federal Avenue
- Historic District: Manhattan Heights
- Property Owner: Kirby and Melinda Read
- Representative: Martina Lorey
- Representative District: 2
- Existing Zoning: R-3/H (Residential/Historic)
- Year Built: 1920
- Historic Status: Landmark
- Request: Certificate of Appropriateness for alterations to include modification of door and window openings to accommodate new doors and windows, construction of a brick terrace and fountain, construction of a new chimney, lighting, and landscaping
- Application Filed: 02/11/19
- 45 Day Expiration: 03/28/19

Ms. Velázquez gave a presentation. The work that is proposed is overwhelming restorative. This is a landmark property and the new owners want to restore the stucco, keep the original windows and a number of leaded windows; they want to do work to bring the property back to its original glory. But there are some proposed changes that cannot be approved administratively because they are not exactly restorative.

For example, on the west elevation, the third window in from the main façade will be changed into a door and that is to accommodate a proposed brick terrace. The door will be removed and be reconfigured to be a window opening. The garage door will be replaced with something more compatible in keeping with the district. There is also a door opening that will be reconfigured to turn it back into its original configuration.

The property owners wish to include a fountain, on the wall, on their property. Fountains are not a regular feature we see in this district. Additionally, a chimney will be added and some landscaping in the parkway and at the brick terrace.



The Historic Preservation Office recommends **APPROVAL WITH MODIFICATIONS** of the proposed scope of work based on the following recommendations:

The Design Guidelines for El Paso's Historic Districts, Sites, and Properties recommend the following:

- Doors and windows are considered important character-defining features because of significant detailing. When windows are involved in the construction process it is recommended to repair rather than replace. Windows in secondary façades shall be reviewed on a case by case basis.
- The size of the door or window opening should not be altered. New doors and windows should be constructed to fit into the existing opening.
- Retain and preserve the pattern, arrangement, and dimensions of door and window openings on principal elevations. Often the placement of doors and windows is an indicator of a particular architectural style, and therefore contributes to the building's significance.
- Retain and preserve original doors and windows, including such elements as sash, glass, sills, lintels, casings, muntins, trim, frames, thresholds, hardwood and shutters. If repair of an original window or door element is necessary, repair only the deteriorated element to match the original in size, composition, material, dimension, and detail by patching, splicing, consolidating, or otherwise reinforcing the deteriorated section. The removal of historic materials should be avoided.
- Retain the original materials and features of historic garages and outbuildings including windows, doors, siding, trim, and latticework. If replacement of an element is necessary, match the original in design, and, if possible, materials.
- Site features that may exist on a property are swimming pools, pergolas, terraces and gardens and every effort should be made to retain those features that remain.
- It is not appropriate to introduce period lighting fixtures from an era that predates the structure in the historic district in an attempt to create a false historical appearance. If you wish to accent your property with exterior lighting it is recommended that you first try to find a genuine (or replica) late nineteenth or early twentieth century period style fixture. If you are buying a new fixture, keep it as simple as possible such as a plain pole with one globe attached. All exterior lighting must comply with the city's dark sky ordinance/requirements.
- Introduce new site and street lighting that are compatible with the human scale and the historic character of the district. Consider the location, design, material, size, color, finish, scale, and brightness of a proposed fixture in determining its compatibility.



- *Construct new or replacement chimneys and foundations of historically appropriate materials such as brick or stone. It is not appropriate to use substitute materials that simulate brick or stone.*
- *Landscaping is an inherent part of a building's siting and design. Good landscaping reinforces the architectural qualities of a structure and its context. When new landscaping is planned, it should be designed to complement the structure and the streetscape.*
- *Grass and sod may be removed from front yards, side yards on a corner provided not more than 50% of the area is covered with gravel or other masonry. Grass and sod may be removed from parkways provided not more than 50% of the area is covered with gravel or other masonry that is made of impervious materials (brick pavers, gravel, and masonry pavers). The remaining 50% must be covered with trees and living plants that provide ground cover.*

*The Secretary of the Interior's Standards for Rehabilitation recommend the following:*

- *The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.*
- *Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.*
- *New additions, exterior alterations, or related new construction will not destroy historic materials, features, and spatial relationships that characterize the property.*

**THE MODIFICATION ARE:**

- 1. THAT THE LANDSCAPE BE COMPOSED OF AT LEAST 50% LIVING GROUND COVER OVER THE AREA;**
- 2. THAT THE PERIMETER OF THE BRICK TERRACE BE ONE FOOT TALL OR LESS; AND**
- 3. THAT THE FOUNTAIN BE RELOCATED TO A WALL THAT IS NOT VISIBLE FROM THE RIGHT-OF-WAY.**

The architect provided copies of the plans which Ms. Velázquez distributed to Commissioners for their review.



Martina Lorey, architect, stated this was an Otto Thorman constructed home, constructed in 1920. She explained what will transpire to bring this home back to its original splendor.

Commissioners and Ms. Lorey discussed the proposed fountain, the proposed door on the west elevation, the removal of the window brick arch and window, matching the chips of paint to the proposed colors, and no application of surface paint.

**MOTION:**

*Motion made by Commissioner Luciano, seconded by Chairman Sevigny AND UNANIMOUSLY CARRIED TO APPROVE AS THEY APPLIED:*

1. *TO OBSCURE THE FOUNTAIN WITH GREENERY;*
2. *TO RETAIN THE ARCH AROUND THE PROPOSED WINDOW OPENING WHEN THE DOOR IS INSTALLED; AND*
3. *CONTINUE THE BRICK UNDERNEATH TO FOLLOW THE DESIGN AS BEST AS POSSIBLE BUT STILL DIFFERENTIATE BETWEEN THE NEW AND THE OLD BRICK*

**ABSTAIN:**      *Commissioner Mowles*

<b>2. PHAP19-000010</b>	6 Mills 54 Ft On Oregon X 120 Ft On Sheldon NEC, City of El Paso, El Paso County, Texas
Location:	109 N Oregon Street
Historic District:	Downtown
Property Owner:	The Broker Company
Representative:	Allen Potter
Representative District:	8
Existing Zoning:	C-5/H (Commercial/Historic)
Year Built:	1920
Historic Status:	Landmark
Request:	Certificate of Appropriateness for the installation of an antenna and equipment on the rooftop
Application Filed:	02/12/19
45 Day Expiration:	03/29/19



Ms. Velázquez gave a presentation and responded to comments and questions from Commissioners.

*The Historic Preservation Office recommends **APPROVAL WITH A MODIFICATION** of the proposed scope of work based on the following recommendations:*

*The Design Guidelines for the Downtown Historic District recommend the following:*

- *Mechanical, electrical and telephone equipment, as well as other obtrusive elements (such as meters) should be screened from view or moved to the rear of the building. Obtrusive structures include satellites, air conditioning units and radio and television antennae.*

*The Secretary of the Interior's Standards for Rehabilitation recommend the following:*

- *The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.*
- *New additions, exterior alterations, or related new construction will not destroy historic materials, features, and spatial relationships that characterize the property.*

**THE MODIFICATION IS THAT THE ANTENNA AND EQUIPMENT BE MOUNTED ON THE ROOFTOP STRUCTURE SO THAT IT IS LESS VISIBLE.**

Allen Potter, representing T-Mobile Wireless, explained the proposal is to install the fourth array, not on top of the penthouse, but rather at the corner on the parapet. Additionally, we can colorize those antennas to match the existing color of the building so that they blend in somewhat better than if they were just left with the exposed, non-reflective paint when they come from the factory. Mr. Potter responded to comments and questions from the Commissioners.

Commissioner Esper wanted to make clear that the new color for the antenna will match the building but the existing ones are different.

Mr. Potter suggested, as a basic condition of approval, that all other antennas in this applicant's network match the new ones to the color of the building.

**MOTION:**

***Motion made by Chairman Sevigny, seconded by Commissioner Esper AND UNANIMOUSLY CARRIED TO APPROVE THIS ITEM WITH THE MODIFICATION TO PAINT THIS ANTENNA, AND ALL OTHER ANTENNAS FROM T-MOBILE, TAN TO MATCH THE BUILDING.***



3. PHAP19-00011	10 Mundy Heights Lot 13 (10089 Sq. Ft.), City of El Paso, El Paso County, Texas
Location:	1400 W Yandell Drive
Historic District:	Sunset Heights
Property Owner:	Mark Tate
Representative:	Manuel Dominguez
Representative District:	8
Existing Zoning:	C-2/H (Commercial/Historic)
Year Built:	1976
Historic Status:	Non-Contributing
Request:	Certificate of Appropriateness for sign replacement, sign installation, and painting of structure
Application Filed:	02/11/19
45 Day Expiration:	03/28/19

Ms. Velázquez gave a presentation. The proposal is to update the signage for the Circle K with more color and an LED display. There will also be a sign on the building itself identifying it as a Circle K and also proposing updating the signage on the canopy as well. Additionally, the proposal is to paint the property in a red color scheme.

*The Historic Preservation Office recommends **APPROVAL** of the proposed scope of work based on the following recommendations:*

*The Design Guidelines for El Paso's Historic Districts, Sites, and Properties recommend the following:*

- Retain and preserve original signs that contribute to the overall historic character of the building or the district.*
- Introduce new signage that is compatible in materials, size, color, scale, and character with the building or the district. Design signage to enhance the architectural character of a building.*
- For commercial and institutional buildings, design building signs to be integral to the overall building façade. It is not appropriate to cover a large portion of a façade or any significant architectural features with signage.*
- Introduce new signs, including graphics for windows or awnings, that are easily read and of simple design. Keep the size of graphics on windows or awnings in scale with the feature. It is not appropriate to obscure the view through a large portion of a window with graphics.*





- Construct new signs that in keeping with the architectural style and period of the building.
- Mount signs in appropriate locations on façades so that no architectural details or features are obscured, altered, or damaged. On masonry buildings, holes for fasteners should be placed in the mortar joints, not the masonry unit.
- Painting or applying coatings such as cement or stucco to exposed masonry/stone is not appropriate, because it will change the historic appearance of the masonry/stone feature, and can accelerate deterioration. Previously painted surfaces that were painted prior to designation or with a permit may remain painted.
- Repaint previously painted surfaces with compatible paint.

*The Secretary of the Interior's Standards for Rehabilitation recommend the following:*

- New additions, exterior alterations, or related new construction will not destroy historic materials, features, and spatial relationships that characterize the property.

**MOTION:**

*Motion made by Chairman Sevigny, seconded by Commissioner Luciano AND UNANIMOUSLY CARRIED TO APPROVE THIS ITEM AS PROPOSED.*

<b>4. PHAP19-00012</b>	6 Mundy Heights 10 & 11 (8583.67 Sq. Ft.), City of El Paso, El Paso County, Texas
Location:	1232 Prospect Street
Historic District:	Sunset Heights
Property Owner:	Charles Loucks
Representative:	Juan Trejo
Representative District:	8
Existing Zoning:	R-5/H (Residential/Historic)
Year Built:	1965
Historic Status:	Non-Contributing
Request:	Certificate of Appropriateness for the construction of an attached garage at the rear façade
Application Filed:	02/11/19
45 Day Expiration:	03/28/19





Ms. Velázquez gave a presentation. This property is located on the corner at the very edge of the district. The owner wants to construct a garage in the back, accessing the garage from the driveway which has a bit of a slope to it and will be somewhat visible from the façade.

*The Historic Preservation Office recommends **APPROVAL WITH A MODIFICATION** of the proposed scope of work based on the following recommendations:*

*The Design Guidelines for El Paso's Historic Districts, Sites, and Properties recommend the following:*

- *The purpose of reviewing proposed alterations to historic structures is to assure that they will be compatible with the existing structures. The way a building is situated on its site is very important to maintaining historic integrity within the site itself and the district's historic fabric. All new construction (including detached infill and additions to existing structures) should preserve and enhance the streetscape by appropriately addressing the elements of the historic streetscape. This does not mean that the new structure should appear historic but it should appear aesthetically and architecturally compatible and reinforce the historic properties of the adjacent buildings.*
- *Buildings on corners should relate to the scale of the buildings on their respective streets. New construction and additions should be compatible in height and scale to attached and adjacent structures.*
- *New additions should be designed and constructed so that the character-defining features of the historic building are not radically changed, obscured, damaged or destroyed in the process of rehabilitation.*
- *Any new addition should be planned so that it is constructed to the rear of the property or on a non-character defining elevation and is minimally visible from the public right of way.*
- *Introduce additions in locations that are not visible from the street-generally on rear elevations.*
- *Locate additions carefully so they do not damage or conceal significant building features or details.*
- *Design an addition so it is compatible in roof form, proportions, materials and details with the existing structure.*
- *Design an addition that is compatible with but subtly different from existing historic homes in the district.*
- *Design an addition so that if removed in the future, the historic building's form and character defining features are not obscured, damaged, or destroyed.*



*The Secretary of the Interior’s Standards for Rehabilitation recommend the following:*

- *New additions, exterior alterations, or related new construction will not destroy historic materials, features, and spatial relationships that characterize the property.*

**THE MODIFICATION IS THAT THE ROOF OF THE PROPOSED ADDITION BE FLAT RATHER THAN GABLE.**

Juan Trejo, representing the applicant Mr. Charles Loucks, responded to comments and questions from Commissioners.

Charles Loucks, applicant, stated he did not want a flat roof.

**MOTION:**  
*Motion made by Vice-Chairman Hamilton, seconded by Chairman Sevigny AND UNANIMOUSLY CARRIED TO ACCEPT IT AS PROPOSED EXCEPT THAT THE PEAK OF THE ROOF BE AT THE SAME LEVEL AS THE PEAK OF THE ROOF OF THE HOUSE AND CONTINUE THE WAY HE INDICATED IT WAS GOING TO.*

<b>5. PHAP19-00013</b>	26 Sunset Heights 40 Ft Of 7 To 10 & 40 Ft Of N 11 Ft Of 6 Beg 40 Ft W Of NEC (4900 Sq. Ft.), City of El Paso, El Paso County, Texas
Location:	1002 Prospect Street
Historic District:	Sunset Heights
Property Owner:	Jesus Navarro
Representative:	Juan Mejia
Representative District:	8
Existing Zoning:	R-4/H (Residential/Historic)
Year Built:	1930
Historic Status:	Contributing
Request:	Certificate of Appropriateness for removal and replacement of windows, demolition of rear porch and replacement with an addition and new staircase, and the Certificate of Demolition is for the after-the-fact removal of the structure in the rear yard
Application Filed:	02/20/19
45 Day Expiration:	04/06/19



Ms. Velázquez gave a presentation.

*The Historic Preservation Office recommends **APPROVAL WITH MODIFICATIONS** of the proposed scope of work based on the following recommendations:*

*The Design Guidelines for El Paso's Historic Districts, Sites, and Properties recommend the following:*

- *Doors and windows are considered important character-defining features because of significant detailing. When windows are involved in the construction process it is recommended to repair rather than replace.*
- *However, if windows are damaged beyond repair, replacement windows should match the type (such as double hung), style (for example six panes over six panes), and finish (paint). Replacement windows on the main façade shall be comprised of the operable portions of the window and match the type, style, operation, configuration and finish of the original windows.*
- *Replacement windows on the main façade shall be comprised of the operable portions of the window and match the type, style, operation, configuration and finish of the original windows.*
- *Windows in secondary façades shall be reviewed on a case by case basis.*
- *When repair is not feasible, door and window products will be reviewed on an individual basis using the following criteria:*
  - a. Architectural and historical compatibility*
  - b. Comparison to original profile*
  - c. Level of significance of original doors and windows to the architectural style of the building*
  - d. Three dimensional exterior applied muntins that simulate or match the original muntins may be approved. Single dimension interior applied muntins are not appropriate.*
- *Exterior stairs to upper floors should be located to the side and/or rear of a structure, rather than adjacent to the porch. Where major structural repairs are required, new construction should replicate the original work.*
- *Introduce fire exits, stairs, landings, and ramps on rear or inconspicuous side locations.*
- *Construct fire exits, stairs, landings and ramps in such a manner that they do not damage historic materials and features. Construct them so that they can be removed in the future with minimal damage to the historic structure.*
- *Design and construct new fire exits, stairs, and landings to be compatible with the scale, materials, details, and finish of the historic structure.*
- *New additions should be designed and constructed so that the character-defining features of the historic building are not radically changed, obscured, damaged or destroyed in the process of rehabilitation.*



- *Any new addition should be planned so that it is constructed to the rear of the property or on a non-character defining elevation and is minimally visible from the public right of way.*
- *Introduce additions in locations that are not visible from the street-generally on rear elevations.*
- *Locate additions carefully so they do not damage or conceal significant building features or details.*
- *Design an addition so it is compatible in roof form, proportions, materials and details with the existing structure.*
- *Design an addition that is compatible with but subtly different from existing historic homes in the district.*
- *Design an addition so that if removed in the future, the historic building's form and character defining features are not obscured, damaged, or destroyed.*
- *Once a property is demolished, it is gone forever and can never be replaced. It is rarely appropriate to demolish a historic structure unless it has suffered severe and irreparable damage. All demolition requests will be reviewed by staff and forwarded to the HLC for review.*

*The Secretary of the Interior's Standards for Rehabilitation recommend the following:*

- *The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.*
- *Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.*
- *New additions, exterior alterations, or related new construction will not destroy historic materials. Features, and spatial relationships that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.*
- *New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.*

**THE MODIFICATIONS ARE:**

- 1. THAT THE NEW WINDOWS MATCH THE ORIGINAL WINDOWS IN TERMS OF SIZE, CONFIGURATION, OPERATION, AND DETAILS; AND**
- 2. THAT THE ADDITION BE CONSTRUCTED ON THE GROUND FLOOR**



John Mejia, representing the property owner, responded to comments and questions from Commissioners.

As this application would not expire until the end of March, Ms. Velázquez suggested Commissioners have the applicant's representative come back with better drawings.

Vice-Chairman Hamilton requested better drawings for the bathroom and the way it is being held up. She would like the representative to come back with better plans for the bathroom because the bathroom plans do not synchronize with the stair and the elevations.

Ms. Velázquez suggested Commissioners be very, very specific with regard to their motion language as to what the Commissioners want to see. This way she can relay that information to the person who drafted these drawings.

Vice-Chairman Hamilton requested a very, very clear rear elevation and a clear rear plan with true dimensions and she requested they rethink the structural support of that second floor bathroom. She requested Mr. Mejia consider the plumbing so that it would not freeze.

Commissioner Lopez questioned Mr. Mejia regarding the intention of the plumbing.

Vice-Chairman Hamilton thanked Mr. Mejia for the decision to rehabilitate the windows.

**MOTION:**

*Motion made by Chairman Sevigny, seconded by Commissioner Luciano AND UNANIMOUSLY CARRIED TO TABLE THIS ITEM WITH THE RECOMMENDATIONS TO PRODUCE CLEARER DRAWINGS, A CLEAR REAR ELEVATION, THAT WOULD BE FOR THE SOUTH ELEVATION, AND CLEAR REAR PLAN TO INCLUDE THE TRUE DIMENSIONS OF THE BUILDING AND THEN RECONSIDER THE SUPPORT STRUCTURE UNDERNEATH THE PROPOSED BATHROOM AS WELL AS RECONSIDER THE PLUMBING CONFIGURATION, ENSURE IT IS UP TO CODE AND INSULATED.*



<b>6. PHAP19-00011</b>	10 Mundy Heights Lot 13 (10089 Sq. Ft.), City of El Paso, El Paso County, Texas
Location:	1400 W Yandell Drive
Historic District:	Sunset Heights
Property Owner:	Mark Tate
Representative:	Manuel Dominguez
Representative District:	8
Existing Zoning:	C-2/H (Commercial/Historic)
Year Built:	1976
Historic Status:	Non-Contributing
Request:	Certificate of Appropriateness for removal and replacement of windows, demolition of rear porch and replacement with an addition and new staircase, and the Certificate of Demolition is for the after-the-fact removal of the structure in the rear yard
Application Filed:	02/11/19
45 Day Expiration:	03/28/19

Ms. Velázquez gave a presentation and noted the property owner would like to remodel the structure to resemble the original. She also responded to comments and questions from Commissioners.

*The Historic Preservation Office recommends **APPROVAL WITH MODIFICATIONS** of the proposed scope of work based on the following recommendations:*

*The Design Guidelines for El Paso's Historic Districts, Sites, and Properties recommend the following:*

- *Doors and windows are considered important character-defining features because of significant detailing. When windows are involved in the construction process it is recommended to repair rather than replace.*
- *However, if windows are damaged beyond repair, replacement windows should match the type (such as double hung), style (for example six panes over six panes), and finish (paint). Replacement windows on the main façade shall be comprised of the operable portions of the window and match the type, style, operation, configuration and finish of the original windows.*
- *Replacement windows on the main façade shall be comprised of the operable portions of the window and match the type, style, operation, configuration and finish of the original windows.*
- *Windows in secondary façades shall be reviewed on a case by case basis.*



- *When repair is not feasible, door and window products will be reviewed on an individual basis using the following criteria:*
  - a. *Architectural and historical compatibility*
  - b. *Comparison to original profile*
  - c. *Level of significance of original doors and windows to the architectural style of the building*
  - d. *Three dimensional exterior applied muntins that simulate or match the original muntins may be approved. Single dimension interior applied muntins are not appropriate.*
- *Exterior stairs to upper floors should be located to the side and/or rear of a structure, rather than adjacent to the porch. Where major structural repairs are required, new construction should replicate the original work.*
- *Introduce fire exits, stairs, landings, and ramps on rear or inconspicuous side locations.*
- *Construct fire exits, stairs, landings and ramps in such a manner that they do not damage historic materials and features. Construct them so that they can be removed in the future with minimal damage to the historic structure.*
- *Design and construct new fire exits, stairs, and landings to be compatible with the scale, materials, details, and finish of the historic structure.*
- *New additions should be designed and constructed so that the character-defining features of the historic building are not radically changed, obscured, damaged or destroyed in the process of rehabilitation.*
- *Any new addition should be planned so that it is constructed to the rear of the property or on a non-character defining elevation and is minimally visible from the public right of way.*
- *Introduce additions in locations that are not visible from the street-generally on rear elevations.*
- *Locate additions carefully so they do not damage or conceal significant building features or details.*
- *Design an addition so it is compatible in roof form, proportions, materials and details with the existing structure.*
- *Design an addition that is compatible with but subtly different from existing historic homes in the district.*





- *Design an addition so that if removed in the future, the historic building's form and character defining features are not obscured, damaged, or destroyed.*
- *Once a property is demolished, it is gone forever and can never be replaced. It is rarely appropriate to demolish a historic structure unless it has suffered severe and irreparable damage. All demolition requests will be reviewed by staff and forwarded to the HLC for review.*

*The Secretary of the Interior's Standards for Rehabilitation recommend the following:*

- *The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.*
- *Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.*
- *New additions, exterior alterations, or related new construction will not destroy historic materials. Features, and spatial relationships that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.*
- *New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.*

**THE MODIFICATIONS ARE:**

- 1. THAT THE NEW WINDOWS MATCH THE ORIGINAL WINDOWS IN TERMS OF SIZE, CONFIGURATION, OPERATION, AND DETAILS; AND**
- 2. THAT THE ADDITION BE CONSTRUCTED ON THE GROUND FLOOR**

John Mejia, representing the property owner, responded to comments and questions from Commissioners.

See item 5 for discussion.



7. Addresses of property HLC Commissioners have requested that HLC staff review or investigate and provide a report to the HLC. If no addresses are submitted in advance and listed under this agenda item, Commissioners may announce such addresses under this agenda item. Discussion on property announced at this meeting will take place during the next regularly scheduled meeting. February 25, 2019 deadline for HLC members to request for agenda items to be scheduled at the March 11, 2019 meeting. March 11, 2019 deadline for HLC members to request for agenda items to be scheduled for the March 25, 2019 meeting.

No requests were made by Commissioners.

**HLC Staff Report**

8. Update on Administrative Review Cases since last HLC meeting for the properties listed on the attachment posted with this agenda. (See Attachment "A.")

**MOTION:**

*Motion made by Chairman Sevigny, seconded by Commissioner Lopez AND UNANIMOUSLY CARRIED TO APPROVE THESE REVIEWS AS STATED.*

**Other Business – Discussion and Action**

9. Discussion and action on Regular meeting minutes for February 19, 2019.

Chairman Sevigny asked Commissioners if they had any additions, corrections or revisions. No responses from Commissioners.

**MOTION:**

*Motion made by Chairman Sevigny, seconded by Commissioner Lopez AND UNANIMOUSLY CARRIED TO APPROVE THESE MINUTES AS STATED.*

**ABSTAIN:** Vice-Chairman Hamilton



10. Discussion and action on the amendments to Chapter 20.20 of the El Paso City Code

Ms. Velázquez stated there were no new updates at this time; however, she would like to speak with the Chairman and Vice-Chairman to set a meeting with the County, especially the County's Planning Director, to discuss the County's suggestions.

11. Ethics, Sexual Harassment Prevention & Violence in the Workplace mandatory training for March or April

Ms. Velázquez explained she sent Commissioners an email regarding the Mandatory Training and one Commissioner has been signed up.

Chairman Sevigny requested those Commissioners who have not yet attended the Mandatory Training class, please do so.

12. PowerPoint presentation to HLC commissioners

Ms. Velázquez explained she has not heard from all Commissioners about a meeting next week for the presentation to HLC Commissioners. As of today, we might have a chance to do the presentation after the meeting on March 25<sup>th</sup>.

13. Financial disclosure forms for HLC commissioners

Ms. Velázquez explained the financial disclosure forms must be submitted as part of the Commissioner's responsibility to sit on a City Commission.

**MOTION:**

*Motion made by Chairman Sevigny, seconded by Commissioner Luciano AND UNANIMOUSLY CARRIED TO ADJOURN AT 5:46 P.M.*